

2011 Confined Space Responsibilities



Richmond Refinery
IIF 3Q Proactive, Week 8

Legal Documents 101



- Keep in mind our work permits in the Richmond refinery are considered Legal Documents.
- All fields must be completed and proper signatures must be obtained before the permit can be issued
- Work descriptions and locations must be legible, accurate and complete.
- All required fields must be updated BEFORE work may progress.
- Use a fine-tip permanent pen for weather-resistant permits



Confined Space Entry Permits

Responsibilities

- Ensure Isolation Blind List is prepared and approved by operations
- Confirm the confined space is properly blinded before entry
- Make certain all entrants understand the chemical hazards inside the confined space
- Check that the entry permit, supplemental (if needed) and all other required documents are properly completed and posted at the job site

General Entry Permit No. 388302		Equipment No. _____	
Location _____		This permit cannot be renewed past _____	
Work & Methods Approved: _____ (SIGNATURE OF SUPERVISOR)		Work Order No.: _____	
Permit Requested By: _____ (SIGNATURE OF SUPERVISOR)		Date and Time: _____	
<input type="checkbox"/> Hazard Assessment Conducted Perform LPSA before starting work if LPS Process used.			
Possible Hazards:	Check For:	Limits	Date/Time
	Initially	Daily <td>Test Results </td>	Test Results
Chemical			
Flammable or Expl. Vapor	✓	10% of LEL Min	
Carbon Monoxide (CO)		25 ppm Max	
Hydrogen Sulfide H ₂ S		5 ppm Max	
Benzene		1 ppm Max	
Xylene or Toluene		50 ppm Max	
Total Hydrocarbons		300 ppm Max	
Oxygen Deficiency	✓	19.5% Min	
Other (Specify):			
Physical			
Dust/Sludge			
Temperature		See Ref. Instr.	
Isolation (blinding, electrical, piping)	✓		
Mechanical Ventilation			
Other (Specify):			
Protective Equipment Required:		Typical: Hard Hat, Eye Protection, Boots, FR Outerwear	
Other: _____		Remarks: _____	
Today's Date and Signature Indicates THIS EQUIPMENT IS CERTIFIED SAFE TO ENTER		Date: _____ Operator's Signature: _____ (Current Date & Signature)	
Release for Hand Up		Maint. Inspect. Oper. Inspect. Oper. Final OK Completed	
Initial and Date: _____			
Permit No. 388302		Equipment No. _____	
Location _____		Cannot be renewed past _____ (Date & Time)	
THIS EQUIPMENT HAS BEEN TAGGED FOR ENTRY			
Filed in 1.1.2		UPL 006/17-08	



Confined Space Entry Permits – Responsibilities & Requirements



- Ensure the following information is on each entry permit:
 - Approval signatures AND dates
 - Correct equipment number and location
 - Correct date and time in the Permit Renewal Section
 - Box checked for a completed Hazard Assessment

General Entry Permit No. 388302		Equipment No. _____
		Location _____
Work & Methods Approved: _____ <small>(Operating Supervisor/Date)</small>	This permit cannot be renewed past	
Work Order No.: _____		
Permit Requested By: _____ <small>(Maintenance Supervisor/Date)</small>	(Date and Time) _____	
<input type="checkbox"/> Hazard Assessment Conducted		
Perform LPSA before starting work if LPS Process used.		

Confined Space Entry Permits – Necessary Signatures & Testing



- Confirm that Gas Testing Frequency check boxes are completed initially by CFD
- Check that the Date/Time and Test results are completed by the Gas Tester
- Make sure the Operator's Signature AND Date are completed for EACH SHIFT on the base of the permit

Possible Hazards:	Check For:		Tester's Initials	Date/ Time Test Results
	Initially	Daily	Limits	
Chemical				
Flammable or Expl. Vapor	✓	✓	10% of LEL Max.	

Today's Date and Signature Indicates: THIS EQUIPMENT IS CERTIFIED SAFE TO ENTER	Date:	
	Operator's Signature:	

Confined Space Entry Permits– Area and Time Limits



■ Permit Limits:

- If PPE Requirements are either **raised or lowered**, a new permit is required to account for the changing conditions within the confined space.
- The maximum duration for any one “GENERAL ENTRY PERMIT” tag is six shifts. The maximum duration for any one “SPECIAL ENTRY PERMIT” tag is two shifts.

Confined Space Entry Permits – Supplemental



■ Supplemental Permit:

–Required for all Special Entry Permits and for General Entry Permits where Engulfment or Entrapment may occur

–May also be used as an accountability log used by the Standby Attendant

Supplement to General Entry and Special Entry Permit (Required for Special Entry)

No. of Permit		Location / Equipment No.	
Purpose of Entry			
Has Equipment been cleaned (purged / ventilated / flushed)? <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable (explain)			
Isolation <input type="checkbox"/> Blinds <input type="checkbox"/> Lockout <input type="checkbox"/> Disconnect <input type="checkbox"/> Block & Bleed <input type="checkbox"/> Tagout <input type="checkbox"/> Other (explain)			
Testing Equipment for Entry Conditions (list type used)			
Emergency Services -how to obtain		<input type="checkbox"/> Radio <input type="checkbox"/> Telephone Number(s) _____	
Services -what's available		_____	
Entry Equipment Required: harness, hoisting device, lifeline Other (list type required) _____			
Respiratory Protection Required <input type="checkbox"/> Yes-(list type required) <input type="checkbox"/> Not Applicable			
Personal Protective Clothing Required <input type="checkbox"/> Yes-(list type required) <input type="checkbox"/> Not Applicable			
Means of Communications between Attendant and Entrants:			
Other Permitted Work <input type="checkbox"/> Hot Work <input type="checkbox"/> Other (list) _____			
Additional Comments			
Standby (Attendant)			
_____ Name _____ Date _____		_____ Name _____ Date _____	
_____ Name _____ Date _____		_____ Name _____ Date _____	
Entry Supervisor			
_____ Name _____ Date _____		_____ Name _____ Date _____	
_____ Name _____ Date _____		_____ Name _____ Date _____	
Is a separate entrant roster being used? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" then attach roster. If "No" then authorized entrants sign below and strike name when you leave.			
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	

Control Of Hazardous Energy (LOTO)



■ Blind/Isolation List:

- Use Appendix E of RI-9900 for the Turnaround Blind/Isolation List

- Any Outside Operator may prepare the Isolation/Blind list, but it still must be Field Verified by Qualified HO or Fully Qualified Area Operator (Paneled)

ISOLATION/BLIND LIST FOR ROUTINE MAINTENANCE

APPENDIX A

[Click here](#) to obtain the electronic copy of the Isolation List.

Prepared By:

Field Verified By:

*Qualified HO/Fully

Qualified Area

Operator Releasing

Equipment:

4A. Is 480v disconnect needed? YES ☐ NO ☐

1. Enter one tag number on each line.

2. Enter date for each section of the blind tags. (E – A)

3. Enter date and initials in section C and A.

*MSDS#:

*Product Name:

4B. Is 480v disconnect complete? YES ☐ NO ☐

Equipment No.: <input type="text"/>	Business Unit: <input type="text"/>	Plant: <input type="text"/>	* Radiation Source Isolated YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>	Date: <input type="text"/>
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Tag Number	BLIND TAG SECTION					Location Description	Type of Isolation	Service	Fresh Air
	Date	Date	Blind In	Date	Blind Out				
			Date / Initial		Date / Initial				
	E	D	C	B	A				Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Discussion



In the past, what issues have surfaced with confined space entry permitting process?

What would you do differently to ensure the process if followed correctly every time?